



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded position:

**CDBG-DR ENVIRONMENTAL/NEPA SPECIALIST**

The Community Development Block Grant - Disaster Recovery (CDBG-DR) Environmental/National Environmental Policy Act (NEPA) Specialist will be responsible for the leadership, coordination and development of NEPA as well as other documents for the VIHFA CDBG-DR Program. The position also requires working with an interdisciplinary team supporting the preparation of NEPA documents through the direction of the CDBG-DR Director. This is a Territorial position.

**ESSENTIAL FUNCTIONS:**

- ⇒ Participate in the preparation of CATEX, EIS, EA, and similar environmental review documentation.
- ⇒ Provide oversight, direction, management, and ongoing open communication to VIHFA Directors and CDBG-DR staff.
- ⇒ Assist consultants and VIHFA environmental team with preparation of environmental reviews.
- ⇒ Recommends mitigative measures where non-compliant conditions are identified for Program activities.
- ⇒ Correspondence with regulatory agencies with the Territory to ensure every project is in compliance with applicable laws and requirements.
- ⇒ Attends and participates in a variety of meetings internally and externally.

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- ⇒ **Education:** Bachelor's Degree from an accredited college or university in environmental sciences, transportation planning, environmental planning, economics, public policy, or related field. Master's Degree from an accredited college or university in environmental sciences, transportation planning, environmental planning, economics, public policy or related field preferred.
- ⇒ **Experience:** Minimum of two (2) years of relevant professional experience working on projects that involve NEPA compliance or permitting. Experience overseeing the full spectrum of resources typically addressed in NEPA documents including and managing an interdisciplinary approach. Equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills & Abilities:** Must have technical writing, presentation development, and research skills; experience managing projects and people; ability to manage multiple and sometimes changing projects in a fast-paced, deadline-driven environment; excellent verbal, interpersonal and written communication skills; strong analytical, problem-solving and decision-making capabilities; excellent report writing, analytical, editing and proofreading skills; computer literate to include Microsoft Word, Excel and Outlook; good oral and written communications skills; ability to be flexible and work under pressure; ability to work harmoniously with other VIHFA CDBG-DR personnel; ability to maintain confidentiality in all assignments; ability to multi-task, work collaboratively in a team-oriented environment and problem solve; ability to perform duties with limited supervision; experience in generating arcGIS and other similar mapping programs; excellent oral and written communication skills, including persuasive report writing and the ability to present conclusions before the CDBG-DR Director; and a sense of ownership and accountability as well as a willingness and commitment to adding value to the Authority.

**SALARY:** \$54,080 - \$68,640 per annum depending upon qualifications. CDBG-DR grant funded position.

**APPLICATION INSTRUCTIONS AND PROCEDURES:**

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation. **During the Safer at Home period, application packages will only be accepted electronically at [hr@vihfa.gov](mailto:hr@vihfa.gov).** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at [www.vihfa.gov](http://www.vihfa.gov).

**Deadline for submittal of application package is Friday, April 30, 2021;** however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

*The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer*